

Which best describe your proclamation?

(check one or more)

- | | |
|---|--|
| <input type="checkbox"/> Health and Welfare | <input type="checkbox"/> Community |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Safety\Military |
| <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Education |
| <input type="checkbox"/> Fish and Game | <input type="checkbox"/> Outside Idaho |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Partisan |
| <input type="checkbox"/> Commerce/Labor | <input type="checkbox"/> Other_____ |

Proclamation Request Form

Governor James E. Risch

Please send Request to:
Office of the Governor
P.O. Box 83720
Boise, Idaho 83720-0034
FAX: 208-334-3454
Phone: 208-334-2100
E-mail: jstorti@gov.idaho.gov

Today's Date: _____

Request: PROCLAMATION**Sole Point of Contact:** _____**Phone:** _____**Cell:** _____**Email:** _____**Mailing Address to send Proclamation:** _____**Proclamation Details****Organization requesting/Individual requesting:** _____**Mission of Organization:** _____**Name of Proclamation (i.e. Energy Awareness Month, Beef Days):** _____**Date(s) to be proclaimed:** _____**# of copies desired (no more than three):** _____**Purpose of Proclamation:** _____

Requesting signing ceremony (circle one)? Yes No

If yes, a Scheduling Request Form will need to be completed and sent to the Governor's Office along with this form. Signing ceremonies are on a very limited basis. In most cases, the Governor will mail the Proclamation to the sole point of contact, or it can be picked up in the Governor's Office.

A COMPLETE DRAFT of the proposed proclamation will need to accompany your request in order for it to be considered and processed. If aid is needed in writing the Proclamation Draft, go to: <http://gov.idaho.gov/mediacenter/proc/procarchives.htm> to view past proclamations issued by the Governor to assist in writing your draft. Also, be sure to check the Proclamation Fact Sheet for proclamation issuing guidelines.

Proclamation Policy

1. Not all requests for Proclamations can be issued due to the volume and nature of the requests.
2. Your request needs to be submitted three (3) weeks prior to the date you wish to receive the document.
3. A proclamation neither indicates nor implies the Governor's support to any given issue or project.
4. Recurring requests need to be filed yearly. Proclamations do not have a standing order.
5. Please assign a sole point of contact in order to avoid inconsistencies and misinformation.